

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice BU-639

For: FSA Offices

FY 2003 Operations After January 31, 2003

Approved by: Deputy Administrator, Management



1 Overview

A

Background

On January 31, 2003, the President signed a seventh Continuing Resolution (CR) for FY 2003, which will keep the Government operating through February 7, 2003.

B

Purpose

This notice issues additional allotments for FSA County Office non-Federal administrative expenses (payroll and nonpayroll) through February 7, 2003 (Exhibit 1).

Note: These allotments include allotments previously issued in Notice BU-629 and subsequent BU notices.

Disposal Date	Distribution
April 1, 2003	All FSA Offices; State Offices relay to County Offices

Notice BU-639

2 Seventh CR

A

Allotment Basis

Payroll allotments are based on:

- each State's FY 2002 average cost per staff year for permanent and temporary employees, increased for the FY 2003 pay increase effective in pay period 1
- each State's staffing ceiling level issued by DAFO for FY 2002, including temporary employee staff years funded through the Farm Bill
- the number of days within CR
- each State's total FY awards allotment.

Nonpayroll allotments are based on each State's:

- daily expenditure rate, including 4 months of rent and utilities
- unspent FY 2002 IT allotment.

Note: The total allotment column in Notice BU-637, Exhibit 1, was incorrect. Each State's payroll and nonpayroll allotment amounts were issued correctly; however, the total allotment column inadvertently added the award amount a second time. This resulted in each State's total allotment being overstated. This error has been corrected in Exhibit 1.

Continued on the next page

2 Seventh CR (Continued)

D

**Operating
Guidance**

Guidance for operating under CR is very specific as to the funding levels available for spending.

Offices are requested to operate in a fiscally sound manner. Activities and expenses that are **not** critical to the management or operations of the Agency should be curtailed until full fiscal year appropriation levels are known. FSA has completed an analysis of the funding level available to the Agency through February 7, 2003. The non-Federal allotments that are being issued and projected Federal spending will put FSA close to the limitation for the period and, therefore, require that obligations and expenditures be closely monitored.

Despite the increased costs associated with implementing the 2002 Act, such as increased postage, supplies and materials, travel, and personnel costs, offices are not authorized to exceed the allotment levels provided. If additional County Office administrative funds are required, a request should be made to BUD through DAFO.

E

**Processing
Allotments**

State Offices shall:

- determine the amount of allotment required in FY 2003 during the period of CR in individual County Offices to pay administrative nonpayroll expenses
- advise County Offices, by a State notice to record the additional allotment through option 6, "Check Limitation and Ledger Control", on Menu NAA000
- promptly advise KCFO, on 510 worksheet, of the initial nonpayroll allotment issued to County Offices

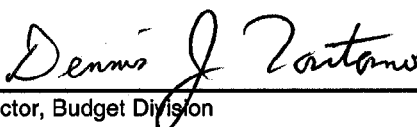
Note: FAX a copy of the 510 worksheet to Heidi Ware at 202-690-0591.

- monitor all County Office payroll and nonpayroll administrative expenses using Data Warehouse reports:
 - DW 1700-CT for payroll
 - DW 1702-CT for nonpayroll expenses
 - advise BUD, in writing, of any needed adjustments in the initial allotment, including the reasons for the adjustment.
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FY 2003 County Office Allotments

FY 2003 Initial County Office Allotments					
STATE	Payroll Allotment 1/	Awards Allotment 2/	Non Payroll Allotment 1/	IT Allotment 3/	Total Allotment
ILLINOIS	\$11,095,000	\$147,000	\$2,827,000	\$34,000	\$13,922,000
INDIANA	7,490,000	96,000	1,983,000	23,000	9,473,000
IOWA	13,512,000	173,000	3,372,000	39,000	16,884,000
MICHIGAN	4,805,000	63,000	1,689,000	15,000	6,494,000
MINNESOTA	9,136,000	124,000	2,476,000	31,000	11,612,000
MISSOURI	9,404,000	115,000	2,541,000	30,229	11,945,000
OHIO	7,045,000	88,000	1,774,000	21,000	8,819,000
WISCONSIN	6,925,000	91,000	1,702,000	21,000	8,627,000
MIDWEST	\$69,412,000	\$897,000	\$18,364,000	\$214,229	\$87,776,000
CONNECTICUT	\$393,000	\$5,000	\$122,000	\$2,000	\$515,000
DELAWARE	256,000	4,000	84,000	2,000	340,000
MAINE	798,000	11,000	376,000	3,000	1,174,000
MARYLAND	1,274,000	18,000	337,000	4,000	1,611,000
MASSACHUSETTS	536,000	7,000	154,000	2,000	690,000
NEW HAMPSHIRE	326,000	5,000	159,000	2,000	485,000
NEW JERSEY	506,000	7,000	230,000	2,000	736,000
NEW YORK	3,166,000	42,000	1,283,000	10,000	4,449,000
PENNSYLVANIA	3,808,000	46,000	991,000	12,000	4,799,000
RHODE ISLAND	114,000	2,000	17,000	1,000	131,000
VERMONT	556,000	7,000	230,000	2,000	786,000
WEST VIRGINIA	1,883,000	24,000	601,000	8,000	2,484,000
NORTHEAST	\$13,616,000	\$178,000	\$4,584,000	\$50,000	\$18,200,000
ALASKA	\$266,000	\$3,000	\$52,000	\$2,000	\$318,000
IDAHO	2,611,000	32,000	745,000	9,000	3,356,000
MONTANA	4,912,000	64,000	1,365,000	15,000	6,277,000
NEBRASKA	9,532,000	125,000	1,856,000	0	11,388,000
NORTH DAKOTA	7,326,000	88,000	1,675,000	22,000	9,001,000
OREGON	2,005,000	23,000	697,000	6,000	2,702,000
SOUTH DAKOTA	7,259,000	92,000	1,538,000	22,000	8,797,000
WASHINGTON	2,174,000	26,000	649,000	6,000	2,823,000
WYOMING	1,370,000	18,000	313,000	4,000	1,683,000
NORTHWEST	\$37,455,000	\$471,000	\$8,890,000	\$86,000	\$46,345,000
1/ Includes County Office Allotment issued in Notices BU-629 through BU-637.					
2/ Awards allotment is included in the payroll allotment.					
3/ IT allotment is included in the non-payroll allotment.					

FY 2003 County Office Allotments (Continued)

FY 2003 Initial County Office Allotments					
STATE	Payroll Allotment 1/	Awards Allotment 2/	Non Payroll Allotment 1/	IT Allotment 3/	Total Allotment
ALABAMA	\$4,217,000	\$59,000	\$1,215,000	\$13,556	\$5,432,000
ARKANSAS	5,426,000	70,000	1,033,000	17,000	6,459,000
FLORIDA	2,333,000	29,000	644,000	7,000	2,977,000
GEORGIA	6,946,000	98,000	1,322,000	23,000	8,268,000
KENTUCKY	7,652,000	101,000	1,924,000	24,000	9,576,000
LOUISIANA	3,747,000	49,000	1,100,000	12,000	4,847,000
MISSISSIPPI	5,900,000	74,000	1,852,000	18,000	7,752,000
NORTH CAROLINA	7,995,000	107,000	1,563,000	25,000	9,558,000
PUERTO RICO	104,000	0	2,000	0	106,000
SOUTH CAROLINA	3,118,000	41,000	805,000	10,000	3,923,000
TENNESSEE	6,675,000	86,000	1,743,000	21,000	8,418,000
VIRGIN ISLANDS	2,000	1,000	17,000	0	19,000
VIRGINIA	4,382,000	56,000	1,506,000	16,000	5,888,000
SOUTHEAST	\$58,497,000	\$771,000	\$14,726,000	\$186,556	\$73,223,000
ARIZONA	\$848,000	\$11,000	\$293,000	\$3,000	\$1,141,000
CALIFORNIA	2,850,000	38,000	1,119,000	9,000	3,969,000
COLORADO	3,142,000	42,000	796,000	10,000	3,938,000
HAWAII	340,000	4,000	91,000	1,000	431,000
KANSAS	10,492,000	133,000	2,709,000	32,528	13,201,000
NEVADA	439,000	6,000	114,000	2,000	553,000
NEW MEXICO	1,470,000	20,000	395,000	5,000	1,865,000
OKLAHOMA	6,027,000	74,000	1,328,000	19,000	7,355,000
TEXAS	16,263,000	203,000	5,066,000	51,000	21,329,000
UTAH	1,426,000	18,000	365,000	4,000	1,791,000
SOUTHWEST	\$43,297,000	\$549,000	\$12,276,000	\$136,528	\$55,573,000
TOTAL ALL STATES	\$222,277,000	\$2,866,000	\$58,840,000	\$673,313	\$281,117,000
<div>  <div>2/3/03</div> </div> <div> Director, Budget Division Date </div> <div> 1/ Includes County Office Allotment issued in Notices BU-629 through BU-637. 2/ Awards allotment is included in the payroll allotment. 3/ IT allotment is included in the non-payroll allotment. </div>					